

TRANSPORTATION

There have been numerous questions regarding First Steps transportation. We will attempt to address those in this document. Please include this as a resource in your First Steps Policy and Procedure Manual.

As a payor of last resort, First Steps should only provide transportation for eligible children to attend First Steps services when there is not other source available to the child/family.

For children **WITHOUT** Medicaid:

- If the team agrees that transportation is a needed service, the ISC/PSC is responsible for helping the family locate a transportation provider and doing the necessary paperwork to ensure reimbursement to that provider.
- If the transportation provider will be a family member, then they must register with CRC in Louisville in order to get reimbursed. If you have questions about this process, please call CRC at 502-584-1239.

For children **WITH** Medicaid:

- If the team agrees that transportation is a need service, the ISC/PSC must contact the appropriate Medicaid Transportation Broker to get permission for non-emergency transportation. The Broker authorized to do this is listed on the attached county listing. The ISC/PSC must call the Broker to ask for a voucher for the transportation. The Broker is authorized to approve or deny the request.
 - If the Broker denies the request, the ISC/PSC must document the denial in their staff note; then help the family locate a First Steps transportation provider and complete the appropriate paperwork to ensure reimbursement for that provider.
 - If the Broker approves the request, they will issue a voucher to the family to use with the approved Medicaid transportation provider. The state office of Medicaid explains that you must get an approval for each trip. However, they recommend that you work with your Broker to see about working out a way to get the approval for the length of the plan.

To become an approved Medicaid Transportation Provider:

- Any one wanting to become a Medicaid Transportation Provider needs to contact the Broker for their county and apply through them. The state Medicaid office explains that the Brokers are responsible for getting approved transportation providers and that if a program meets the criteria for providing transportation, then they can become an approved Medicaid Transportation provider. This would allow service providers to bill for Medicaid children with an approved voucher through the Brokers rather than CBIS. It is recommended that if you are a center-based program and transport children, especially if you already provide transportation under a pre-school contract, that you explore becoming a Medicaid Transportation Provider.

Please contact your Technical Assistant if you have any questions.

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